

Hand Safety Sub Team Meeting Notes

8/31/09/09 - 214 Main Street, Conf. Room B

Attending: Carrie Medved, Russell Carriere, Chuck Raeder, Mike Klein

The group discussed multiple details related to finalizing Hand Safety Week Materials and Activities. Below are the general descriptions of the events and the final decisions related to each event.

Supervisor Bags –

Deliver: 9/15

- Containing:
1. Supervisor instructions/ Introduction to Hand Safety Week.
 2. Monday STOTM (Contractors will receive Teus, Wed, Thursdy)
 3. Hand Safety Week Activity
 4. Hand Safety Checklist
 5. Glove Clamps

To Do:

1. Determine core contract counts and companies.
2. Place Contractor bags in the CNT MNT mail boxes.
3. Ask JK to notify contract representatives to pick up their bags.
4. Announce during CSF the next morning... to pick up bags if you haven't already...

Personal Stories – Completion date:::: 9/15 latest ... 9/11 would be best!

Monday – Bill Richards – Mike Klien will arrange for recording

Tuesday – Steve KAvanaugh – Chuck Raeder/ Mike Klein for recording

Wednesday – Herb Taylor – Carrie Medved/ Mike Klein for recording

Thursday – John Joya – Russell Carriere *** Collecting and notifying John who is working nights. Mike will give the recording equipment to Russell for tomorrow.

Questions to preload the interviewees...

1. After your injury what happened in your life? Did anything change?
2. How did the injury affect you?
3. If you had one piece of safety information to share with the Refinery what would that be?

Duration: Maximum 2 minutes of recording. We would like to limit editing, so if two or three “takes” are needed, go ahead.

To Do:

1. Arrange for recording of all of the interviewees.
2. Edit the sound files
3. Attach the sound files to the ppt slide
4. Transcribe the sound files for the ppt slides.

Hand Safety Activity:

Finalize the Hand safety Activity

Send to printer

Load into supervisor bags.

Order 20 x \$20 gas cards for random drawing winners.

Conduct the random drawing on Oct. 1 After all entries have been received.

STOTD – Monday through Thursday

Finalize each day's topic with sound file (include instructions for listening to sound file)

Monday – Glove Selection
Tuesday – Tool Selection
Wednesday – RSI prevention
Thursday Off the Job Concerns....

Each person has a start on their STOTD.

ADD :: Emphasis on Avoid Pinch Points... results from G. Yesavage/ C Simmers discussion yesterday

To Do:

1. Complete each STOTD
2. Print Copies for Contractor Bags (Monday - Thursday)_
3. Print Copies of Monday with instructions for CVX Supervisors

Banners and Party Stand Ups

Post Banners: 9/15 (Banners are not on site yet)

Post Stand Ups 9/21 (Party Stand ups are in TC 345)

To Do:

1. Write W/O using IIF Project/ Cost Center
2. Specify instructions for work completion
3. C. Raeder will assist with wo writing and etc.

Monday Morning Gate Handout – 9/21/09 – 4:30 am – 6 am.

Locations: Gate 91, Parking Lot #19, Gate 53 (Contractors, Maintenance, Operations)

To Do:

1. Ask C. Simmers to invite members of the RLT / Supervisors to volunteer for gate handout duties on Monday morning.
2. Ask Kris to send the request for volunteer list to the DL she has on file for this type of activity.

OTHER STUFF

Volunteers:

1. Gate Handout
2. Tuesday Walk About
3. Wednesday Road Audit
4. Voicemail - Monday – Thursday

Notes from 8/24/09

- 1.
- 2.

information and glove clamps/ flyers, banners – **Tool Room** will cover the booth and MWHSC will have volunteers for the event.

3. Personal Stories:

- a. **Bill Richards (Day 1) Mike Klein** will facilitate the voice recording from Bill. Mike will contact Tina Toriello to ensure that she will have a voice recorder for him and Bill and the rest to use.
- b. **John Joya (Day 2) Russell Carriere** will contact Chico Joya to determine if John will be willing and able to do the voice recording.
- c. **Herb Taylor (Day 3) Daryl Singleton** has left a VM for Herb Taylor to determine if Herb will be willing and able to do the voice recording. Carrie will follow up with Herb and Daryl.

- d. **Steve Kavanaugh (Day 4) Chuck Raeder** will contact Steve to determine if Steve will be willing and able to do the voice recording.
4. The team discussed making a **template for the Stories/ Sharing with images** of the individuals, See the Hazard flyers, and Hands ... Too Precious to Lose banner elements. **Carrie and Gary Ryan** will be working on the formatting of the Stories/ Sharing slide.
5. The team discussed **modifying the hand sticker to** include other words on the fingers of the sticker. **Carrie has** contacted the vendor to see if we can adjust the stickers with new words ("HOT, SHARP, HEAVY/ RSI, PINCH, Chemical") Waiting for vendor response.
6. **Hand Safety Analysis/ Checklist –** The team discussed the different versions of the hand safety checklist/ hand injury prevention observation form. We decided that we need something more simplified to share with all of the Refinery. **Gary Ryan / Carrie M.** will be working on improving and modifying the checklist into something more streamlined. Example questions:
 - a. Do I need gloves?
 - b. Can I keep my hands in sight?
 - c. Are there pinch points?
 - d. Can I use a better tool?
 - e. Is it hot?
 - f. Is it sharp?
 - g. Is there a potential for RSI?
7. **Walk about with intent.** We will provide supervisors managers with the following topics/ discussion points for their walk about with intent on Tuesday. **Carrie and Carl and Mike Klein**
 - a. Ask: What is the number one risk to your hands at work?
 - b. Ask: What are you doing to reduce the risk?
 - c. Ask: Do you have everything you need to do your job safely?
 - d. FEEDBACK Component: We would like the supervisors managers to submit their findings of the most common hazard and ways to mitigate the risk to a drop box – we'll share the findings in our follow through report to the refinery.
8. Volunteers for **Developing the Safety Topic of the Day and other : :**
 - a. **Monday: Carrie/ Carl**
 - b. **Tuesday: Chuck Raeder**
 - c. **Wednesday: Carrie**
 - d. **Thursday: Russell Carriere**
 - e. **CSF: Tom Stoll, Chuck Raeder and Joe Summers.**